Instructions for Preparation and Submission of Quarterly Wage Report File (4/5/11 ESS)

The information provided below is intended to assist employers in creating a valid wage record file for electronic filing. Files that are not formatted correctly, or that do not contain data in all required fields will not upload correctly.

- The file must be in ASCII code.
- The file must be in unpacked/non-compressed mode.
- Each logical record on the file must be 275 characters.
- Unnecessary fields have been consolidated, renamed as "Fill", and should be reported as spaces.

Note: If you have multiple locations but have the same Account # you will only need one E record and one T record for your file. The location code is reported in S19.

There is no difference between a file for ESS upload and a file for electronic media upload

Employers reporting wages for 200 or less employees are encouraged to upload their Wage Report File using the DWD Employer Self-Service (ESS) application. ESS may be accessed by visiting: http://www.in.gov/dwd/ under "first in line – every time" or directly at https://uplink.in.gov/ESS/ESSLogon.htm

Employers reporting wages for more than 200 employees may submit their Wage Report File to the agency by mailing the file on electronic media (CD, DVD, Flash drive, or 3.5" diskette).

- All electronic media must be externally labeled with Sender's name, quarter and year being reported. Individual account holders should also include their SUTA Account number and FEIN.
- Please name the file UIWAGE.txt, locate the file in the root directory, and include only one file (i.e. A / B / F record) per media.
- If you are a service provider, you can report multiple employers (i.e. E / S / T records) on a single media – but only one wage quarter (A / B / F record).

If you are unable to include all records on a single volume, multiple volumes can be submitted

- The file on the first volume must be named UIWAGE.TXT with each additional volume sequenced as UIWAGE2.TXT, UIWAGE3.TXT, UIWAGE4.TXT, etc.
- The file on each volume must begin with an A record and must end with an F record.

If you have any questions about the preparation or submission of Quarterly Wage Report files, please contact the Wage Records Unit at (317) 232-7388 or (317) 233-6689.

The Mailing Address for Wage Records is

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
ATTN: WAGE RECORDS RM. SE-003
10 N SENATE AVE
INDIANAPOLIS IN 46204-2277

RECORD LAYOUTS RECORD TYPE A - TRANSMITTER RECORD

	ICESA Field Name	Location	Length	Comments
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A1	Record Identifier	1 - 1	1	Value = A
A2	Fill	2 - 5	4	Spaces
A3	Transmitter's Federal EIN	6 - 14	9	Required Numerical
A4	Fill	15 - 18	4	Spaces
A5	Fill	19 -23	5	Spaces
A6	Transmitter Name	24 - 73	50	Who should we contact with questions or in the event of a format error?
A7	Street Address	74 - 113	40	Please include as much information as possible in the spaces provided
A8	City	114 - 138	25	
A9	State	139 - 140	2	Continued in A12 – A15
A10	Fill	141 - 153	13	Spaces
A11	Zip Code	154 - 158	5	Continued from A6 – A9
A12	Zip Code Extension	159 - 163	5	Zeros or 0 plus 4
A13	Contact Name	164 - 193	30	Who should we ask for?
A14	Contact phone Number	194 – 203	10	Numeric Telephone number – no symbols
A15	Telephone Extension/Box	204 - 207	4	If no extension, fill with zeros
A16	Fill	208 - 275	68	Spaces

RECORD TYPE B - AUTHORIZATION RECORD

	ICESA Field Name	Location	Length	Comments
B1	Record Identifier	1 - 1	1	Value = B
B2 – B12	Fill	2 - 146	145	Spaces
B13	Organization Name	147 - 190	44	This can be the same as the A record or can be the customer service contact if the above contact is for technical questions only.
B14	Street Address	191 - 225	35	
B15	City	226 - 245	20	
B16	State	246 - 247	2	
B17	Fill	248 - 252	5	
B18	Zip Code	253 - 257	5	
B19	Zip Code Extension	258 - 262	5	
B20	Fill	263 - 275	13	Spaces

RECORD TYPE E - EMPLOYER RECORD

	ICESA Field Name	Location	Length	Comments
E1	Record Identifier	1 - 1	1	Value = E
E2	Payment Year	2 - 5	4	Numeric CCYY
E3	FEIN	6 - 14	9	Numeric
E4	Fill	15 - 23	9	Spaces
E5	Employer Name	24 - 73	50	The Employer matching the FEIN and Indiana SUTA number in this E record.
E6	Employer Street Address	74 - 113	40	
E7	Employer City	114 - 138	25	
E8	Employer State	139 - 140	2	
E9	Fill	141 - 148	8	
E10	Zip Code Extension	149 - 153	5	
E11	Zip Code	154 - 158	5	
E12 – E17	Fill	159 - 172	14	Spaces
E18	Indiana SUTA Number	173 - 187	15	6 Numeric + 1 Alpha or Space + 8 Spaces
E19	Reporting Period	188 - 189	2	Numeric 1Q=03 2Q=06 3Q=09 4Q=12
E20	Fill	190 - 275	86	Spaces

RECORD TYPE S - EMPLOYEE RECORD

	ICESA Field Name	Location	Length	Comments
S1	Record Identifier	1 - 1	1	Value = S
S2	Social Security Number	2 - 10	9	Numeric – Valid Area cannot be 000, 666, or 900 through 999. Group cannot be 00. Serial cannot be 0000. If an employee must be reported without a valid SSN, contact wage records for instructions.
S3	Employee Last Name	11 - 30	20	Full Last Name
S4	Employee First Name	31 - 42	12	Full First Name
S5	Employee Middle Initial	43 - 43	1	Middle initial or space
S6	State Code	44 - 45	2	Value = 18
S7 – S8	Fill	46 - 63	18	Space
S9	Gross Wages	64 - 77	14	– must be numeric – must be greater than zero – leading zero filled – right justified - 2 decimal positions are implied - cannot be negative - Example: $10,000.00 = 00000001000000
S10	Excess Wages	78 - 91	14	Total remuneration paid in this quarter where YTD wages exceed the taxable wage base for the individual employee. - must be numeric - leading zero filled - right justified - 2 decimal positions are implied - cannot be negative - cannot be greater than S9 - field may be zero filled
S11	Taxable Wages	92 - 105	14	Taxable wages must be the Total Wages less the Excess Wages (S9-S10) by individual employee. - must be numeric - leading zero filled - right justified - must not exceed gross wages - must not exceed the taxable wage base - 2 decimal positions are implied - cannot be negative - field may be zero filled
S12 – S18	Fill	106 – 146	41	Spaces
S19	Indiana SUTA account number	147 - 161	15	6 digits numeric account number (can begin with 0) + 1 digit alpha or space + 1 space + 3 digit location code + 4 spaces
S20 – S22	Fill	162 - 204	43	Spaces
S23	Seasonal Indicator	205 - 206	2	– must be numeric – Use 00 if not applicable – leading zero filled – right justified
S24 – S28	Fill	207 – 211	5	Spaces

S29	Month 1 Employment	212 - 212	1	Number of employees as of the 12th of the month for the first month of the quarter being reported
S30	Month 2 Employment	213 - 213	1	Number of employees as of the 12th of the month for the first month of the quarter being reported
S31	Month 3 Employment	214 - 214	1	Number of employees as of the 12th of the month for the first month of the quarter being reported
S32	Reporting Quarter and Year	215 - 220	6	Numeric 1Q=03 2Q=06 3Q=09 4Q=12 + 4 digit year (CCYY)
S33	Fill	221 – 275	55	Spaces

RECORD TYPE T - TOTAL RECORD

	ICESA Field Name	Location	Length	Comments
T1	Record Identifier	1 - 1	1	Value = T
T2	Total Number of Employees	2 - 8	7	Count of S records for this E record – Must be numeric – zero filled – right justified
T3 – T4	Fill	9 – 26	18	Spaces
T5	Total Gross Wages	27 - 40	14	Sum of S9 records for this E record
T6	Total Excess Wages	41 – 54	14	Sum of S10 records for this E record
T7	Total Taxable Wages	55 - 68	14	Sum of S11 records for this E record
T8	Fill	69 – 275	207	Spaces

RECORD TYPE F - FINAL RECORD

	ICESA Field Name	Location	Length	Comments
F1	Record Identifier	1 - 1	1	Value = F
F2	Total Number of Employees in File	2 - 11	10	Sum of T2 for this A record
F3	Total Number of Employers in File	12 - 21	10	Count of E / T records for this A record. (there should be the same number of E and T records)
F4 – F5	Fill	22 – 40	19	Spaces
F6	Gross Wages	41 - 55	15	Sum of T5 for this A record
F7	Excess Wages	56 - 70	15	Sum of T6 for this A record
F8	Taxable Wages	71 - 85	15	Sum of T7 for this A record
F9	Fill	86 – 275	15	Spaces